

Retention and Classification Report

Agency: Department of Health and Human Services. Community Health and Well-Being.
Division of Population Health. Office of Health

Records Officer: _____

01788	Cancer screening program open patient case files
81946	Dental health annual budget request file
81963	Dental health basic brushing pamphlet distribution log
81947	Dental health contract files
81952	Dental health correspondence file
81942	Dental health fluoride levels in community water systems rep
81957	Dental health fluoride mouth rinse program case files
81937	Dental health local health district quarterly reports
81962	Dental health neo-natal follow-up patient card file
81954	Dental health pit and fissure sealant contact log
81955	Dental health pit and fissure sealants program annual report
81949	Dental health policies and procedures manual
81938	Dental health post treatment review case file
81950	Dental health purchase requisitions
81958	Dental health school fluoride mouth rinse annual report
81959	Dental health school fluoride mouth rinse participation repo
81953	Dental health training manuals and newsletter
81951	Dental health travel request files
81930	Dental notification file
81940	Dental prior authorization log
81926	Early and periodic screening, diagnosis, and treatment autom
81927	Early and periodic screening, diagnosis, and treatment scree
81934	Early and periodic screening, diagnosis, and treatment stati
08253	Health promotion and risk reduction policies and procedures
80190	Health promotion and risk reduction work load/expansion plan
82167	Immunizations report summary
81914	Individual Development Program assessment data file
81922	Local health district contracts
82153	Maternal and child health block grant contract files
81961	Maternal and infant health dental program log
81960	Maternal and infant health dental treatment claims files
81936	Medicaid dental provider case files

81908	Minutes
82169	Outside referrals by provider speciality report
81904	Policy and procedure manuals
81956	Preventive dental care project patient files
81933	Process summary reports
81931	Report file
31012	School health workload report
81928	Screening notification file
31013	Surveys and Continuing Education Unit (CEU) recipient inform
22409	Tobacco Prevention and Control Program records
81929	Treatment notification file
80185	Utah Highway Safety Program monthly cost report

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 1788

4

TITLE: Cancer screening program open patient case files

DATES: 1991-

ARRANGEMENT: None

DESCRIPTION:

These are the results of cancer tests offered by the state. Included in these records are confidential personal health record, confidential clinic results, pelvic referral form, breast referral form, and laboratory test results.

Information includes the patient's name, address, ethnic origin, educational level, family total income, number of people in household, religion, next of kin, age at marriage and first pregnancy, personal and family history of certain diseases, date of birth, height, weight, telephone number, social security number, medical history, signed consent for medical information to be released to the department, signed consent for the screening, the diagnosis, the procedures used in the testing, and the recommended treatment.

RETENTION:

Permanent. Retain for 5 year(s) or for 0

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/1986

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years or until the file is closed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Once a patient file is opened it cannot be determined when it will be closed. Each patient is subject to an annual follow-up until they die, move, or indicate that they no longer desire to

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 1788

TITLE: Cancer screening program open patient case files

(continued)

participate in the program. If a patient does not respond to the follow-up letters for 2 years they are dropped from the program. While the file is open, it remains in the office because information input into the data system is statistical and it is not readily available to the staff on a day-to-day basis. The documents in the open file must be kept for 5 years because Utah Code Annotated 78-14-4 states that a malpractice suit may be filed up to 4 years after the act. The staff has no administrative use of the record after 3 years. Permanent retention of this information in machine readable form (MARC) is recommended for use by medical researchers.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81946 3

TITLE: Dental health annual budget request file

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after close of fiscal year and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 5 Item 4.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81963

3

TITLE: Dental health basic brushing pamphlet distribution log

DATES: 1984-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a record of the distribution of publications to local health districts. The information includes date sent, number ordered, number received, number used, where they were sent, and the quantity in stock.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year or until no longer needed and then destroy.

APPRAISAL:

These records have administrative value(s).
Based on General Retention Schedule 23 Item 5.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81947

3

TITLE: Dental health contract files

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after contract expires and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
Based on General Retention Schedule 3 Item 4.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81952

3

TITLE: Dental health correspondence file

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a file of all the correspondence generated by the bureau. It includes correspondence and internal memoranda to other bureaus and divisions in the department, to department management, to other state agencies, to the general public, and to federal agencies.

RETENTION:

Permanent. Retain for 3 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 1 year and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). See General Retention Schedule 1-6, 1988.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81942

3

TITLE: Dental health fluoride levels in community water systems reports

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are computer generated reports received from the bureau of Drinking Water/Sanitation showing the fluoride levels in community water systems. This is used by the bureau to recommend fluoride additives where the levels are low. The information includes the system name, the water source, the type of source, and the fluoride level.

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until updated and then destroy.

APPRAISAL:

These records have administrative value(s).
The bureau works with the current records and has no need for earlier reports.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81957

3

TITLE: Dental health fluoride mouth rinse program case files

DATES: 1980-

ARRANGEMENT: alphabetical by school district

DESCRIPTION:

These are files relating to the bureau's function as a consultant to schools that are involved in the fluoride mouthrinse program. This documents the visits made to the school and the results of the visit. The information includes the name of the school, the contact person, the date of the visit, the activity type, the subjects covered, the number and type of people attending, and the bureau employee.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 5 years and then destroy.

APPRAISAL:

These records have administrative value(s).
A five year retention is recommended to monitor the progress of the program over time.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81937

3

TITLE: Dental health local health district quarterly reports

DATES: 1983-

ARRANGEMENT: none

DESCRIPTION:

These are reports submitted by local health districts to show their activities in the field of dental health. This is used by the bureau to consult with the local departments concerning their programs and to prepare an annual report to be submitted to the Association of State and Territorial Health Officials. The association then publishes a national annual report. These reports include the district name, the report date, the director's name, the number and type of programs for education and prevention held and the number of persons attending, the number of areas fluoridating water, the names of communities fluoridating water and the number of people served, and the number of dentists assisted in placement.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
Retention is based on administrative needs. As the results are published, a longer retention is not warranted.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81962

3

TITLE: Dental health neo-natal follow-up patient card file

DATES: 1980-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is an index to patients who are receiving dental services under the Maternal and Infant Health program. Dental treatment is provided children up to the age of six. The information includes child's name, address, chart number, date of birth, and parents.

RETENTION:

Retain for 6 year(s) or for 0

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 6 years or until the child leaves the program and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has value only so long as the patient is receiving dental services. Once the patient leaves the program, this record can be destroyed.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81954

3

TITLE: Dental health pit and fissure sealant contact log

DATES: 1982-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a list of dentists who have been contacted and given information on the state's sealant program. This program was initiated in 1982 as a community education program to contact dentists and to discuss with them the benefits and cost effectiveness of sealants in dental treatment. The log includes the health district, the dentist's name, and the date of contact by mailing information, leaving information at the office, or personally visiting the dentist.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative value(s). This information is needed as a reference to who has been contacted and for the compilation of statistics. After three years, the record is no longer needed. Retention in the office is recommended due to the small quantity of the record.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 81954

TITLE: Dental health pit and fissure sealant contact log

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81955

3

TITLE: Dental health pit and fissure sealants program annual reports

DATES: 1982-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is an annual report of the bureau's activities in the sealant program. This program was initiated in 1982 as a community education program to contact dentists and to discuss with them the benefits and cost effectiveness of sealants in dental treatment. This report includes a narrative description of the activities of the bureau, statistical results of dentist surveys, and a statistical breakdown by health district of the program activities and results.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). A ten year retention is recommended in the office in order that the bureau can determine trends in the program and to give them a means for measuring progress. A permanent retention is recommended to document the bureau's activities in this program area.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81949

3

TITLE: Dental health policies and procedures manual

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or administrative value ends and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Based on General Retention Schedule 16 Item 1.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81938

3

TITLE: Dental health post treatment review case file

DATES: 1986-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This is a review of treatment given patients done on a sampling basis. This review is designed to ensure that treatments given patients under the medicaid program are necessary and justified. These are required under 42 CFR 456.23. The file includes the review date, the name and address of the provider, the provider identification number, the case number, the classification, the nature of the complaint, the amount charged for the services, the patient's name and address, the patient's identification number, the investigator's name, and the results of the review. The file also contains copies of treatment records.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
A four year retention is needed because each provider may be reviewed every four years. The previous review is used as background information by the staff. Once a follow-up review has been completed, the prior records can be destroyed.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 81938

TITLE: Dental health post treatment review case file

(continued)

PRIMARY DESIGNATION:

Private

SECONDARY DESIGNATION(S):

Protected. Investigative information

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81950 3

TITLE: Dental health purchase requisitions

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).
Based on General Retention Schedule 3 Item 4.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81958

3

TITLE: Dental health school fluoride mouth rinse annual report

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is an annual report on the program by the state to encourage the use of flouride mouthrinse by students to help prevent dental problems. This report documents the progress of the program and the bureau's activities. It includes narrative and statistical information, including the number of schools in each school district participating, the number of participants and non-participants, and the percentage of participation.

RETENTION:

Permanent. Retain for 20 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 10 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). As this record documents the activities of the bureau, it has a long-term value. A ten year in office retention is recommended to allow the staff to discern long-term trends in the program itself.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81959

3

TITLE: Dental health school fluoride mouth rinse participation report

DATES: 1980-

ARRANGEMENT: alphabetical by school district

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is an annual report concerning school participation in the flouride mouthrinse program. It breaks out information from the school flouride annual report. This report includes the health district, and a breakdown by the number of schools per district that are using rinse and tablets, rinse only, or tablets only.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then destroy.

APPRAISAL:

These records have administrative value(s).

This retention is recommended to allow the staff to determine long-term trends in the program. This is not being retained longer as the information is summarized in the annual report.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81953

3

TITLE: Dental health training manuals and newsletter

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

These are documents created as part of a dental health education program. The primary audience for this material is teachers of kindergarten through grade six students. This record series includes "Bits & Bytes of Dental Health" and a dental health newsletter for teachers.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until obsolete or superseded and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Based on General Retention Schedule 1 Item 29.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81951 3

TITLE: Dental health travel request files

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This record is subject to internal audit and should be retained until the audit or the audit period has passed.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81930

3

TITLE: Dental notification file

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is used to identify individuals who are scheduled for dental treatment and to prepare the notification letters. The information includes the district and county, the recipient's name, address, and identification number. This is a file of automated data system, file key: EPSDT.

RETENTION:

Retain for 7 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 1 week and then erase.

APPRAISAL:

These records have administrative value(s).
Once the notification letters have been sent, this file can be deleted.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81940

3

TITLE: Dental prior authorization log

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a log of prior authorizations that have been sent to the utilization review panel for approval or denial. It is used to control the movement of the files and as an index. This log includes the batch number, the dates the files were sent to and received from the panel, the client's name, the document number, and whether the claim was processed or denied.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).
This record has only administrative value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81926 3

TITLE: Early and periodic screening, diagnosis, and treatment automated system

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is a subsystem of the Medicaid Management Information System. This subsystem is used to maintain data on individuals eligible for the EPSDT program under medicaid. It is designed to provide administrators and staff with the information necessary to effectively plan, monitor, and control services to beneficiaries.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81927

3

TITLE: Early and periodic screening, diagnosis, and treatment screening master file

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This consists of two separate files. One produces the information on recipients and the other is used to produce backup tapes of the file. This series includes case number; case name; recipient's name, address, identification number, sex, age, and date of birth; dates and types of service received; and the district and county codes. This is a file of automated data system, file key: EPSDT.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Tape Library for 4 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The retention is based on the requirements of 42 CFR 431.17(b)(2) which required the maintenance of statistical records. Section (c) of 42 CFR 431.17 states only that the record must be maintained for the period required by the secretary. However, 45 CFR Part 74 states that grant related records must be maintained for three years from submission of the annual or final expenditure report. As the annual report may be submitted up to a year after the end of the fiscal year, a four year retention is recommended.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 81927

TITLE: Early and periodic screening, diagnosis, and treatment screening master file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81934

3

TITLE: Early and periodic screening, diagnosis, and treatment statistical summary report

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a summary report by district and county of the status of the claims and recipients in the program. This report includes the number of screening claims read during the month by total claims paid, denied, and the total; the reimbursement amounts by total, under six years of age, and between six and twenty-one years old; the number of recipients with specified conditions such as vision or respiratory by total, by number under six years old, and by ages six to twenty-one; the number of recipients screened but not referred for diagnosis or treatment during the month by total, by number under six years old, and by ages six to twenty-one; the number of recipients referred for diagnosis or treatment during the month by total, by number under six years old and by number between six and twenty-one years old; a summary of EPSDT status by total, ages six and under, and ages six to twenty-one; and the number of recipients not currently eligible but still being tracked by total, ages under six, and six to twenty-one. This is a report of automated data system, file key: EPSDT.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 4 years and then destroy.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 81934

TITLE: Early and periodic screening, diagnosis, and treatment statistical summary report

(continued)

APPRAISAL:

These records have administrative value(s).

Retention based on the requirements of 42 CFR 431.17 and 45 CFR Part 74.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 8253

3

TITLE: Health promotion and risk reduction policies and procedures manuals

DATES: 1983-

ARRANGEMENT: Numerical by policy number

DESCRIPTION:

These are policies and procedures that govern staff activities in their programs. This record series includes policies and procedures governing personnel actions, the Healthy Utah program, clerical actions, and other manuals.

RETENTION:

Permanent. Retain until superseded

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or superseded and then transfer to State Archives with authority to weed.

Paper copy: Retain in Office until updated or superseded and then destroy.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s). Policies and procedures have long term research value and should be preserved. However, only those originating within the bureau should be preserved by them. Policies and procedures that originate outside the bureau will be retained by the originating

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 8253

TITLE: Health promotion and risk reduction policies and procedures manuals

(continued)

office.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 80190

3

TITLE: Health promotion and risk reduction work load/expansion plans file

DATES: 1984-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

This is a file of program plans submitted for program approval by the the Governor or the Office of Budget and Planning.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 82167

3

TITLE: Immunizations report summary

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is a report that shows the immunization status of the children screened. It includes the district name, the type of immunization (polio, measles, etc.), and for age groups under 1, 1-4, 5-13, and 14-20 the number of children who have current immunization, who do not have current immunization, and those with no response. This is a report of automated data system, file key: WELL.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The retention is recommended to allow the staff to determine long-term trends in screening results. Note that this is a new system and the staff has no past experience to guide it in determining administrative value. This retention should be reviewed in a few years to determine if the set retention still meets the office's needs.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81914

3

TITLE: Individual Development Program assessment data file

DATES: 1984-

ARRANGEMENT: Alphabetical by name

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are records of children participating in the federal Handicapped Children's Early Education Program under 34 CFR 309 and 315. This program deals with children from birth to age three. The information includes the local health department, the date the child was checked, the child's name, date of birth, the diagnosis, the names and telephone numbers of any providers, whether the patient communicated with the providers in the last six months, the date and results of the last physical exam, a record of immunizations, vision screening results, hearing screening results, dental screening results, nutritional status, developmental status, language assessment, and daily activities.

RETENTION:

Retain for 8 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).
34 CFR 75.734 requires a five year retention on these records. As the child is in this program until the age of three, an eight year retention is necessary.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 81914

TITLE: Individual Development Program assessment data file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81922

3

TITLE: Local health district contracts

DATES: 1984-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

These are copies of contracts between the bureau and local health districts for the local districts to perform services in the area of maternal and child health.

RETENTION:

Retain for 1 year(s) after expiration of contractual agreement

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after the contract expires or is terminated and then destroy.

APPRAISAL:

These records have administrative, and/or legal value(s).
The record copy of this contract is kept by the Bureau of Finance. However, a copy is needed by the bureau to answer questions regarding the contract and its terms.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 82153

3

TITLE: Maternal and child health block grant contract files

DATES: 1983-

ARRANGEMENT: Numerical by contract number

ANNUAL ACCUMULATION: 2.00 cubic feet.

DESCRIPTION:

These are the records of contracts between the division and local health departments for the distribution of block grant funds. The file also contains evaluations done by the division of the performance of the local health departments. The file includes contracts, program information, and program performance evaluations.

RETENTION:

Permanent. Retain for 5 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). 45 CFR 74.22 sets the federal requirements for these records. A permanent retention is recommended as these files contain information as to the division's activities in these areas and to their performance. This retention is consistent with the State of Wisconsin's retention for similar records (see RLIN WIHV86-A1298). These records should be reviewed by the Processing Section and unimportant papers should be weeded out.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 82153

TITLE: Maternal and child health block grant contract files

(continued)

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81961

3

TITLE: Maternal and infant health dental program log

DATES: 1983-

ARRANGEMENT: Chronological

DESCRIPTION:

This is a list of patients who have qualified for the program. It is used as a quick reference and to verify case numbers and program activities. The information includes the patient's name, the case number, the doctor's name, the date the baby is due, the date eligibility ends, and the date the case was referred to the doctor.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81960

3

TITLE: Maternal and infant health dental treatment claims files

DATES: 1984-

ARRANGEMENT: Numerical by claim number

ANNUAL ACCUMULATION: 0.20 cubic feet.

DESCRIPTION:

This is a copy of claims forms sent in by providers for treatment given children under the Maternal and Infant Health program. The claim form is sent elsewhere for payment and a copy is retained to answer payment questions. The files include the name and address of the patient; the percentage of the bill to be paid by the patient and by the state; the dentist's name, address, social security number or federal identification number and telephone number; and a record of the treatment given the patient and the total amount of the fee.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 81960

TITLE: Maternal and infant health dental treatment claims files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81936

3

TITLE: Medicaid dental provider case files

DATES: 1986-

ARRANGEMENT: alphabetical by name

DESCRIPTION:

This is a file of providers of dental services who have been authorized by the bureau to receive medicaid payments. These files deal with service problems, either when payment is denied or when a complaint is filed against a provider. The information includes the provider's name and address, the medicaid provider number, the name and address of patients filing a complaint or receiving services for which payment was denied,, the client's identification number, the date of service, the treatment involved, and the total charges.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then destroy.

APPRAISAL:

These records have administrative value(s).

A two year retention will allow a pattern of problems to show in the file. A confidential classification has been given to protect the identity of any complainants.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 81936

TITLE: Medicaid dental provider case files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81908

3

TITLE: Minutes

DATES: 1978-

ARRANGEMENT: Chronological

DESCRIPTION:

This series includes the meeting date, the persons present, and the issues discussed.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
This record documents the activities of the bureau and is of long-term value.

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 82169

3

TITLE: Outside referrals by provider speciality report

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is a record of the number of clients who were referred to outside specialists by the bureau. It includes the type of speciality (dermatologist, dentist, etc.), and the number and percentage of referrals by the age groups. This is a report of automated data system, file key: WELL.

RETENTION:

Retain for 10 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 12/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 8 years and then destroy.

APPRAISAL:

These records have administrative value(s).

The retention is recommended to allow the staff to determine long-term trends in screening results. Note that this is a new system and the staff has no past experience to guide it in determining administrative value. This retention should be reviewed in a few years to determine if the set retention still meets the office's needs.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81904

3

TITLE: Policy and procedure manuals

DATES: 1982-

ARRANGEMENT: none

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office until updated or no longer needed and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).
Based on General Retention Schedule 16 Item 1.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81956

3

TITLE: Preventive dental care project patient files

DATES: 1983-

ARRANGEMENT: Alphabetical by name

DESCRIPTION:

This was a one time program in which the bureau hired an outside dentist to go to elementary schools and give dental treatment to children. The files include Parent's Report of Dental Examination and Fee Statement, Fee Statement, Child's Registration and History Form, and Dental Staff Notes. Information includes the child's name, age, date of birth, grade, date of last physical examination, medical history, and dental history; the names and address of the parents; the teacher's name; the school the child attends; and the name of the family doctor.

RETENTION:

Retain for 16 year(s) after case is closed or until date of birth

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years after case is closed and then transfer to State Records Center. Retain in State Records Center for 13 years or until a child reaches the age of 21 and then destroy.

APPRAISAL:

These records have administrative value(s).

This record would be needed to show what treatment the child received when the child has later dental work. However, by the time the child becomes an adult, this information has lost its value. The youngest children in the program were five years old. After 16 years, they will reach the age of 21.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 81956

TITLE: Preventive dental care project patient files

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81933

3

TITLE: Process summary reports

DATES: 1986-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.50 cubic feet.

DESCRIPTION:

These are reports generated weekly or monthly reporting the number and type of records read, added, deleted, and written. It is sent to the programmer and used to monitor the system. This record series includes the file, the program number and name, and for each program the number of records read, added, changed, deleted, written, rejected, and accepted. This is a report of automated data system, file key: EPSDT.

RETENTION:

Retain for 2 month(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Paper: Retain in Office for 2 months and then destroy.

APPRAISAL:

These records have administrative value(s).

This record has administrative value only.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81931

3

TITLE: Report file

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is a file used to generate reports from the EPSDT automated system. It includes case identification number and name; recipient's name, identification number, age, sex, date of birth, and EPSDT status; treatment claim data; immunization information; dates of certification and of services; and the types of services given the recipients. This is a file of automated data system, file key: EPSDT.

RETENTION:

Retain for 4 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 4 years and then erase.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

This file is used to produce reports. As the office does not retain all copies of reports, the file should be retained to have the information available in case of federal audit.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 81931

TITLE: Report file

(continued)

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 31012

3

TITLE: School health workload report

DATES: 2014-

ARRANGEMENT: Alphabetical by school name.

DESCRIPTION:

School Health Data is reported annually by schools; this data is reported nationally, and provided in the school health report. Aggregate numbers are collected based on student diagnosis, clinic visit numbers and dispositions, numbers of screenings done and the results, as well as school nurse workload. See Utah Administrative Rule R277-415. Information includes Local Education Agency (LEA) name and aggregate health data from the school year. Privacy annotation: Purpose personal identifying information (PII) is collected, maintained, or used: Assess the progress and degree of effectiveness of programs funded by the minimum school program. List of PII: Name of Local Education Agency (LEA), Name, Job title, and Email of person submitting survey. All school nurse names and school email. See Utah Administrative Code R277-415.

RETENTION:

Permanent. Retain until administrative value has been met

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Annual or official reports, GRS-3.

AUTHORIZED: 01-23-2019

FORMAT MANAGEMENT:

Computer data files: Retain in Office until administrative value has been met and then transfer to State Archives with authority to weed.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health
SERIES: 31012
TITLE: School health workload report

(continued)

APPRAISAL:

These records have administrative, and/or historical value(s).
These records are historical because they contribute substantially to knowledge and understanding of the people and communities of our state.

PRIMARY DESIGNATION:

Public Utah Code 63G-2-301(2)(k) (2020)

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81928

3

TITLE: Screening notification file

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is used to identify individuals who are scheduled for screening and to prepare the notification letters. The information includes the district and county, the recipient's name, address, and identification number. This is a file of automated data system, file key: EPSDT.

RETENTION:

Retain for 7 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 1 week and then erase.

APPRAISAL:

These records have administrative value(s).
Once the notification letters have been sent, this file can be deleted.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 31013

3

TITLE: Surveys and Continuing Education Unit (CEU) recipient information

DATES: 2014-

ARRANGEMENT: Chronological by date.

DESCRIPTION:

These are evaluations following professional development provided to school nurses. Records are kept for the accreditation requirements by the American Nurses Credentialing Center. See Utah Code 26B-4-4, 26B-7-1, and 53G-9. Information includes participant name, email, and evaluation of professional development.

RETENTION:

Retain for 6 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Training administration records, GRS-150.

AUTHORIZED: 03-26-2021

FORMAT MANAGEMENT:

Computer data files: Retain in Office for 6 years and then delete.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private Utah Code 63G-2-302(2)(d) (2024)

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 22409

3

TITLE: Tobacco Prevention and Control Program records

DATES: 1993-

ARRANGEMENT: Alphabetical by local health department

ANNUAL ACCUMULATION: 0.80 cubic feet.

DESCRIPTION:

These records are copies of the Tobacco-Free Utah (TFU) and Core capacity contracts with the local health departments. The records include reports submitted by the local health departments concerning the programs and other supporting documentation. The local health departments receive money from the State Health Department through disbursement.

RETENTION:

Permanent. Retain for 6 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 05/2001

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, fiscal, and/or historical value(s). This retention is based on the historical value these records have in tracking the Tobacco Prevention and Control Program in Utah. The records have fiscal value as they track monies given by the State Health Department to local health departments.

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health

SERIES: 22409

TITLE: Tobacco Prevention and Control Program records

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 81929

3

TITLE: Treatment notification file

DATES: undated

ARRANGEMENT: none

DESCRIPTION:

This is used to identify individuals who are scheduled for treatment and to prepare the notification letters. The information includes the district and county, the recipient's name, address, and identification number. This is a file of automated data system, file key: EPSDT.

RETENTION:

Retain for 7 day(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

Computer magnetic storage media: Retain in Office for 1 week and then erase.

APPRAISAL:

These records have administrative value(s).
Once the notification letters have been sent, this file can be deleted.

PRIMARY DESIGNATION:

Private

AGENCY: Department of Health and Human Services. Community Health and Well-Being. Division of Population Health. Office of Health Promotion and Prevention

SERIES: 80185

3

TITLE: Utah Highway Safety Program monthly cost report

DATES: 1985-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These are statistical monthly reports on the cost of this program and it's monthly activity.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1988

FORMAT MANAGEMENT:

Paper: Retain in Office for 3 years and then destroy.

APPRAISAL:

These records have administrative, and/or fiscal value(s).

PRIMARY DESIGNATION:

Public